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**CIA ARCHIVES &**

**RECORDS CENTER**

**STATISTICAL REPORT**



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REPORT OF VOLUME ON HAND  
FOR QUARTER ENDING 31 DECEMBER 1971  
1 JANUARY 1972

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## CIA ARCHIVES AND RECORDS CENTER QUARTERLY REPORT OF VOLUME ON HAND

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#### PART II - VOLUME OF INACTIVE OFFICE RECORDS LISTED BY DISPOSITION CODE

(Prepared Annually at Close of Fiscal Year)

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CIA ARCHIVES AND RECORDS CENTER QUARTERLY REPORT

PART I

VOLUME ON HAND BY COMPONENT AND CATEGORY  
EXPLANATION OF CATEGORIES OF RECORDS STORED AT THE ARCHIVES & RECORDS CENTER

INACTIVE OFFICE RECORDS

These are records created by all components of the Agency in the normal course of their operations. The records are retired to the Archives and Records Center, when they become inactive, in accordance with approved Records Control Schedules.

VITAL RECORDS

These are records essential to the continuity of Agency operations during an emergency. This is to provide for operations at the Agency Relocation Site and to back up certain daily operations at Headquarters. Since these are copies and duplicates of current active records in the offices, these Vital Records are deposited in accordance with approved Vital Records Schedules, and totaled separately from Archival and Inactive Office Records holdings.

SUPPLEMENTAL DISTRIBUTION  
COPIES OF REPORTS & MAPS

This is the reserve stock of Agency produced finished intelligence reports and maps held at the Archives and Records Center for immediate release to Agency Components, other USIB Agencies and Foreign Governments as they are needed to supplement the initial distribution.

ARCHIVAL RECORDS

These are records of enduring value to the Agency as a whole and document the mission and function of the Agency. They are normally the records identified as Permanent in the Records Control Schedules. In accordance with Standards used by the Archivist of the United States, the Agency Archives have been separated from the other Inactive Office Records with the assistance of the component Records Management Office.

1 JANUARY 1972

CIA ARCHIVES AND RECORDS CENTER  
VOLUME ON HAND--CUBIC FEET

<u>AREA</u>	<u>OFFICE</u>	<u>INACTIVE RECORDS</u>	<u>VITAL RECORDS</u>	<u>SUP. DIST. REPORTS &amp; MAPS</u>	<u>OFFICE TOTAL</u>
DCI	O/DCI	222	3		225
	CABLE SECY.	923	145		1,068
	HISTORICAL STAFF	10			10
	NIPE	25			25
	NSC	296			296
	O/GEN. COUNSEL	74	2	2	78
	O/IG	49			49
	O/LEG. COUNSEL	104			104
	O/NE	91	12	118	221
	O/PPB	70	8		78
	PUBLIC AFFAIRS	53			53
	SAVA	50			50
	STUDIES IN INTELL.			38	38
TOTALS FOR DCI AREA		1,967	170	158	2,295

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<u>DIRECTORATE</u>	<u>OFFICE</u>	<u>INACTIVE RECORDS</u>	<u>VITAL RECORDS</u>	<u>SUP. DIST. REPORTS &amp; MAPS</u>	<u>OFFICE TOTAL</u>
DDI	O/DDI	26			26
	COMIREX	2			2
	CRS	4,579	423	365	5,367
	<input type="checkbox"/>	1,477	10		1,487
	<input type="checkbox"/>	288	3	189	480
	IRS	25			25
	NPIC	387	10	756	1,153
	O/BGI	142	2,288	7,847	10,277
	O/CI	108	7	7	122
	O/ER	337	12	222	571
O/SR	19	46	162	227	
TOTALS FOR DDI AREA		7,390	2,799	9,548	19,737

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<u>DIRECTORATE</u>	<u>OFFICE</u>	<u>INACTIVE RECORDS</u>	<u>VITAL RECORDS</u>	<u>SUP. DIST. REPORTS &amp; MAPS</u>	<u>OFFICE TOTAL</u>
DDP	AF	Retired by IP	21		21
	CA	" " "	3	68	71
	CCS	" " "	11		11
	CI	" " "	18		18
25X1A	<input type="checkbox"/>	" " "	1		1
	EUR	" " "	45		45
	FE	" " "	58		58
	FI	" " "	4		4
25X1A	<input type="checkbox"/>	1,295	1		1,296
	IP	20,681	347		21,028
	MPS	Retired by IP	5		5
	NE	" " "	15		15
	PC	" " "	1		1
	SB	" " "	45		45
25X1A	<input type="checkbox"/>	" " "	6	31	37
	TSD	964	2		966
	WH	Retired by IP	58		58
TOTALS FOR DDP AREA		22,940	641	99	23,680

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<u>DIRECTORATE</u>	<u>OFFICE</u>	<u>INACTIVE RECORDS</u>	<u>VITAL RECORDS</u>	<u>SUP. DIST. REPORTS &amp; MAPS</u>	<u>OFFICE TOTAL</u>
DDS	O/DDS	91			91
	COMMO	678	13		691
	MS	1,215	8		1,223
	O/FINANCE	11,217	59		11,276
	O/LOG	2,198	33	2	2,233
	O/PERS	1,870	41		1,911
	O/SECURITY	3,449	17		3,466
	O/TRAINING	549	126		675
	SSS	23	1	338	362
<b>TOTALS FOR DDS AREA</b>		<b>21,290</b>	<b>298</b>	<b>340</b>	<b>21,928</b>

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<u>DIRECTORATE</u>	<u>OFFICE</u>	<u>INACTIVE RECORDS</u>	<u>VITAL RECORDS</u>	<u>SUP. DIST. REPORTS &amp; MAPS</u>	<u>OFFICE TOTAL</u>
DDS&T	O/DDS&T	80			80
	FMSAC	852	12	70	934
	OCS	170	22		192
	OEL	174	0	15	189
	ORD	146	0	1	147
	OSA	732	6		738
	OSI	897	32	295	1,224
	OSP	557	0		557
TOTALS FOR DDS&T AREA		3,608	72	381	4,061

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	<u>INACTIVE RECORDS</u>	<u>VITAL RECORDS</u>	<u>SUP. DIST. (REPORTS &amp; MAPS)</u>	<u>ARCHIVAL RECORDS</u>	<u>TOTAL HOLDINGS</u>
DCI	1,967	170	158		2,295
DDI	7,390	2,799	9,548		19,737
DDP	22,940	641	99		23,680
DDS	21,290	298	340		21,928
DDS&T	3,608	72	381		4,061
ARCHIVES				17,627	17,627
GRAND TOTAL	57,195	3,980	10,526	17,627	89,328

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